



**Tillamook Urban Renewal Agency
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**TURA Meeting
Thursday, February 11th, 2010
5:30 P.M.**

Board Members present:

Don Hurd: Chairman; Suzanne Weber: Vice-Chair; Aaron Zimmerman; Carolyn Decker; Alene Allen

Board Members absent:

Sean Lambert

Staff Present:

Mark Gervasi: City Manager; Debbi Reeves: Administrative Assistant

Guests/Public:

Doug Henson

Chairman Don Hurd called the meeting to order at 5:30 P.M. **Hurd** asked **Reeves** to do the roll call of the board members. **Weber** joined the meeting at 5:55 PM.

Hurd asked if the board was ready to approve of the minutes from the January 28th, 2010 meeting.

- **Allen** made a motion to approve the minutes of the January 28th, 2010 meeting as presented. The motion was seconded by **Hurd**. Ayes were received by all members present and the motion passed unanimously.

Hurd asked **Reeves** if there were any explanation of the bills presented for payment. She ran through the three bills presented. **Zimmerman** had questions about the web services billing. **Reeves** did not know how the costs were calculated, but will find out. **Zimmerman** also wondered if this were something that could be handled by **Reeves**. This issue will be discussed at the next meeting.

- **Decker** made a motion to pay the bills which was seconded by **Allen**. Ayes were received by all members present and the motion passed unanimously.

Next on the agenda was the financial report. **Hurd** asked **Reeves** if there was anything that needed to be addressed. She explained the financial report had been received right before the meeting and she did not have time to go over it. She did mention that **Linda Green of Baertlain and Phegley, CPA** had explained it was a bit more difficult to do the financial report when **TLC Federal Credit Union** only issues statements on a quarterly basis.

- **Hurd** made a motion accept the financial report as presented. **Decker** seconded the motion. Ayes received by all board members present. The motion passed unanimously.

The board discussed **TLC Federal Credit Union (TLC FCU)** and the **Janac** Line of Credit (LOC). **Decker** would like to know if there is a cost to close a line of credit. **Zimmerman** thought the current LOC could be raised for a new LOC. **Hurd** explained **Dianne Burkhart** of TLC did not recommend using the same LOC for all projects. There was a discussion about the 3rd Street Project and an amount of a LOC for that project. **Hurd** will speak with **Burkhart** about the issues brought up. **Gervasi** talked about the TIF accounts.

There were no Non-Agenda Items.

Gervasi mentioned the joint workshop with the council, the TURA board and the County officials went well. There was some positive feedback from the outside. **Allen** mentioned the **Headlight Herald** article was vague. **Hurd** said **Liane Welch** will send an email about funding and how it will be handled. It could be 2 months before the project gets started. There was a board discussion about setting up a new LOC for the 3rd Street Project at \$200,000. **Gervasi** mentioned a supplemental budget would be required. He explained new money requires a supplemental budget and he will get this in place when the time comes. **Decker** would like to caution the board to not over spend.

Hurd asked **Reeves** to explain and comment on the recommendation from the auditors that online banking would not be the safest way to handle banking inquiries. A copy of the email was included in the board packet. **US Bank** would require a new signature card to add **Reeves** to the account.

- **Zimmerman** made a motion to add **Reeves** to the **US Bank** checking account with restricted/limited access. **Allen** seconded the motion. Ayes received by all board members present. The motion passed unanimously.

Hurd addressed the letter from the **Hoquarton Park Committee** and board consensus was to let the application go for now at the recommendation of the Public Works Director **Arley Sullivan**.

Zimmerman's draft letter to **David and Sandi Dixon's** regarding their questions about façade funding for their building on 1st Street was put on TURA letterhead. **Zimmerman** will sign for **Reeves** to mail out.

Hurd reported the **Janac** project is moving along. The sheetrock is partially installed and will be finished and ready for painting soon. The floor will be done after the painting is completed. The electrical is not finished but **Hurd** is encouraged by the progress. He would like to have the board meeting of the 25th at the **Janac** building and will keep the board posted on the progress

and if that will happen or not. **Zimmerman** asked if the ODOT permit had been done. **Hurd** will talk with **Janac** again. There was a discussion about electrical issues, costs and concerns about the ODOT permit. **Henson** explained why the electrical had become an issue and why the planning was not done correctly. There was more discussion about the project and hold ups.

Decker reported on the Streetscapes Committee meeting. She thought it was a very interesting meeting and that since it was their first meeting it was more of an organizational meeting. She went over the thoughts and ideas that were discussed at the meeting. They will focus on the core area of town and one block at a time. **Zimmerman** would like to see the **Elks** building painted as soon as possible. **Weber** would like to make sure they address lighting. The next Streetscapes Committee meeting is set for March 9th with time and location to be set later.

Decker and **Allen** will do a walk-about. Façade loans were discussed and the thought of maybe budgeting more for next year. They will keep owners involved. **Weber** mentioned they should look at McMinnville, Camas and Isaquaw for ideas. There was discussion about trash cans, awnings, group participation, the ODOT project and best use of the money. **Zimmerman** would like to hear public input on how to change things downtown. He also asked **Reeves** to get the owner information of the Wheeler Dealer building. **Gervasi** will get **Decker** information on Project Main Street.

Hurd and **Gervasi** had been to a meeting in Salem with ODOT and **Senator Betsy Johnson** and will be going back to future meetings. TURA could be involved with the possible relocation of some of the businesses involved in the project. **Hurd** felt it could be a year before engineering took place. **Hurd** asked **Decker** if she had knowledge of “Option to Buy” property purchases. She explained “agreed upon terms”, “length of contract” and how this purchase option might work. **Hurd** explained to the board why he was looking into something like this. There was board discussion about land purchases, the ODOT project and TURA involvement. Zoning and 3rd Street was also discussed. **Hurd** would like TURA to help property owners affected by the ODOT project if possible.

Hurd asked **Reeves** for any other information. She mentioned that the walk through of the **Beals Building** with **Marilyn Saito** did not come together. She also mentioned she is on the Board of Directors for the **Tillamook Fire District** and that the fire marshal has mentioned concerns with the building in the past. **Gervasi** thought a health and safety inspection of the building prior to a walk through by the TURA board might be best. **Weber** has spoken to one of the tenants about repairs made. **Zimmerman** was concerned with the idea of the TURA looking at a building for possible purchase and also looking at health and safety issues at the same time. The board discussed the building and the concerns. Board consensus is to send a letter to **Saito** asking for her permission to do a health and safety inspection prior to a board walk through. **Gervasi** will speak with the county about health and safety issues, abatement and other concerns of the board.

Zimmerman explained that he and **Lambert** would be unavailable for most board meetings until April because of their work constraints and a project that is taking all of their time. He felt the board vacancy should be filled as soon as possible.

Agency Board Members:

Don Hurd: Chairman; Vice Chair; Suzanne Weber

Board Members: Carolyn Decker; Sean Lambert, Aaron Zimmerman, Alene Allen

City Administrator: Mark Gervasi, Staff: Debbi Reeves

With no further business, next meeting date of February 25th, 2010 was announced. The meeting was adjourned by **Hurd** at 7:15 pm.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman